DOCUMENT RESUME

ED 394 043 CE 071 403

AUTHOR Cabrera, James C.; Albrecht, Charles F., Jr.
TITLE The Lifetime Career Manager.
REPORT NO ISBN-1-55850-439-7
PUB DATE 95
NOTE 254p.
AVAILABLE FROM Adams Media Corp., 260 Center Street, Holbrook, MA 02343.
PUB TYPE Books (010)

EDRS PRICE Document Not Available from EDRS.
DESCRIPTORS Adults; *Career Development; *Career Planning; Demand Occupations; Dislocated Workers; Employer Employee Relationship; *Employment Practices; Employment Problems; *Entrepreneurship; *Futures (of Society); Job Search Methods; Job Skills; Self Actualization; *Self Evaluation (Individuals)

ABSTRACT

This book provides a road map for readers to plan and develop their careers. It suggests self-assessment, setting short- and long-term goals, and working toward identified goals in short increments. Beyond careers, attention is paid to lifestyles and personal values. The book is organized in 17 chapters that cover the following topics: (1) the future is now; (2) common career myths; (3) a quick introduction to career management; (4) self-assessment--the key to the well-managed career; (5) career finances; (6) setting goals and objectives; (7) alignment; (8) career management in your world; (9) the vertical career path; (10) lateral career moves; (11) new career horizons; (12) a business of your own?; (13) career research; (14) career communications; (15) networking; (16) making decisions and taking action; and (17) getting and staying in front of your career. Two appendixes list 48 research sources and publications and ways to find answers to common questions. (KC)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****